



Public Affairs Specialist

55,706.00 - 72,421.00

Open Period: Friday, September 14, 2007 to Friday, October 05, 2007

Series & Grade: AD-1035-00/00

Position Information: Full-Time Permanent

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Job Summary:

Are you interested in joining a small, independent agency whose work touches the lives of every American citizen? The U.S. Election Assistance Commission (EAC) is dedicated to improving the electoral process to ensure that all eligible citizens have the right to vote and have their votes counted accurately. Every EAC employee is proud to be a part of a team that works together to assure that every vote counts. Come, join us!

You will serve as the Deputy Director of Communications for Press and will be part of the team that manages external and internal communications in the Office of Communications and Legislative Affairs. The work involves assisting the Director of Communications in the coordination and execution of Commission activities related to the delivery of public information and guidance on all Commission programs and activities.

Major Duties:

Assists the Director of Communications in implementing the EAC Communications Plan. Drafts press releases, advisories, talking points, fact sheets and research/survey summaries. Researches and provides materials and information for use in articles, and/or interviews. Writes and designs the agency's electronic newsletter. Coordinates and/or assists the Director of Communications with providing media attendance and coverage for EAC public meetings and hearings. Provides background information to the media as required and may speak on record at times with attribution. Supports the Director of Communications in planning and coordinating media events and completes FOIA requests.

The incumbent is responsible for performing functions in a timely and competent manner, exercising sound judgment, working independently and cooperatively, communicating in a clear and courteous manner, and showing a willingness to achieve and innovate. The office is an increasingly busy environment and requires an individual who can prioritize and perform assignments.

Ideal candidate has an understanding of the legislative process and experience working with the media.

Qualifications:

You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related.

You qualify if you possess one year of specialized experience that equips you with the skills needed to perform the duties of the position. This experience must have been equivalent to at least the GS-9 grade level. Examples include writing articles, news releases and/or speeches to specialized audiences about complex programs, activities and functions; planning, coordinating and advising on information dissemination campaigns relating to agency and organization programs; establishing and maintaining effective working relationships with representatives of the media and public interest organizations; and evaluating the impact and effectiveness of communications plans and advising management on improvements.

You must be a U.S. citizen to qualify for this position.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below and your responses to the supplemental questions.

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education and continuing professional development efforts as reflected in their resumes/applications and their responses to the supplemental questions below. Your answers will be verified against information you provide on other forms (such as your application) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.

1. Knowledge of written and oral communication methods and techniques.
2. Ability to provide timely response to requests for information by the media, the public, and EAC commissioners and Director of Communications.
3. Ability to work on several projects under time constraints; use sound judgment in the assembly, evaluation and dissemination of information; develop and maintain effective working relationships with various stakeholders, including community groups and government representatives as well as the media.
4. Strong understanding of the legislative process in order to support requests for information from Congressional staffers and to enhance awareness of agency programs and services provided to EAC stakeholders through multiple public relations activities.

SUPPLEMENTAL QUESTIONS:

1. This position requires writing and designing a newsletter that is distributed nationally to EAC stakeholders. Please describe in detail the experience that has prepared you to perform this duty.
2. As Deputy Director of Communications, you will regularly research and provide materials and information to four EAC Commissioners. Describe your experience, with specific examples, working in an environment with multiple customers and multiple deadlines.
3. Public meetings and/or hearings are held on a monthly basis and a few of these meetings are held in other states. Please describe in detail your experience with providing media attendance and coverage for such meetings and planning special events and promotional activities.
4. The person in this position will be responsible for completing Freedom of Information Act (FOIA) requests. What in your background has prepared you to perform this task (please be specific).
5. As the Deputy Communications Director, you may be required to speak to journalists on the record. Please describe your experience being quoted by reporters and serving as a spokesperson. Please provide news articles in which you have been quoted.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

This position does have promotion potential equivalent to the GS-12 (salary range of \$66,767 to \$86,801). When promotion potential is none, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

We encourage you to use the USAJOBS resume builder to speed the application process. Be sure your application includes the following: A resume or an Optional Application for Federal Employment (OF 612) or any other format. [Although we do not require a specific format, certain information is required to determine if you are qualified.](#)

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

Application mailed using government postage or through an internal federal government mail system will not be considered.



Send Mail

Send Mail to:

U.S. Election Assistance Commission
1225 New York Avenue, NW
Washington, DC 20005



Questions?

For questions about this job:

Sheila Banks
Phone: 202-566-3100